

Boards & Commissions continued...

- **Planning Commission** – The Planning Commission conducts quasi-judicial public hearings on land use applications and legislative public hearings on changes to the city’s land use requirements, advises the City Council on land use issues and priorities and reviews citizen involvement opportunities related to land use decisions. It is composed of seven members who serve four-year terms and must be residents of the city. No more than two members may be presently or previously engaged in the same occupation, business, trade or profession. Meetings are held at 6:30 p.m. the second and fourth Wednesday of the month at the Civic Center.
- **Planning and Zoning Hearings Board** – The PZHB conducts quasi-judicial public hearings on land use applications. It is composed of nine members who serve three-year terms. At least three members, including the chair, must be graduates of a law school accredited by the American Bar Association. Hearings are conducted by a panel of three members, including the chair or alternate chair, and the panel will request, receive and examine available information, prepare a record and enter findings and conclusions. Meetings are held as needed at 6:30 p.m. the first and third Wednesday of the month at the Civic Center.
- **Transportation Committee** – One nonvoting citizen member assists three City Council members to oversee and administer policies on matters relating to the transportation network and public rights-of-way. The citizen member serves a one-year term. Meetings are held at 6 p.m. the fourth Tuesday of the month at the Civic Center.
- **Utilities Commission** – The Utilities Commission is established in the city charter and is composed of three to five qualified electors who serve three-year terms. Authority includes management of the city water system, which includes water resource, treatment and distribution facilities. The Utilities Commission has the ability to acquire and sell real property, set rates for use and consumption of water and collect and receive all money earned for the consumption and use of water and other services. Meetings are held at 1:30 p.m. the second Tuesday of the month at the Civic Center.
- **Youth Advisory Council** – The YAC provides an opportunity for high school youth to contribute to the community and serve as liaisons to other young people of the city. Members must in high school and have parental approval. The YAC meets once or twice a month during the school year in the evenings at the Civic Center and performs various service activities, such as recording public service announcements or participating in Global Youth Service Day, throughout the school year. There is a separate application to serve on the YAC. Call 503-681-6218 for more details.



For an application contact:
City Recorder’s Office
150 East Main Street
Hillsboro, OR 97123
503-681-6219

Visit
www.ci.hillsboro.or.us/CommitteesBoards
for an online application
and more information.

VOLUNTEER BOARDS & COMMISSIONS

CITY OF HILLSBORO



Have you ever thought about using your unique skills and talents to serve your community and make Hillsboro a better place? Perhaps you’re interested in personal and professional growth or want additional networking opportunities. Or maybe you just love Hillsboro and want to engage in your community to enhance your civic pride. Volunteering may be just what you are looking for.

Hillsboro is seeking volunteers who can make a commitment to bettering our community by serving on our standing boards and commissions. These groups, with the exception of the Utilities Commission, serve as advisory bodies and make recommendations to the City Council. Please consider joining the group of dedicated volunteers who help our city run smoothly.

CITY OF HILLSBORO BOARDS & COMMISSIONS

Application Process

Most appointments are made at the beginning of each year, but vacancies may occur at any time. Call 503-681-6219 for a list of current openings or to be connected to a staff member who can answer questions you may have about the position.

Applications are also available online at the webpage listed on the back of this brochure and can be completed electronically and submitted by hand, email, fax or mail. Once you submit your application, you will be contacted by a member of city staff, and he or she may want to schedule an interview.

Appointments are at the discretion of the Mayor, with the approval of the City Council, and are made at a Council meeting. You do not need to be present at that meeting. Following the meeting, a letter will be sent to you notifying you if you have or have not been selected for the position.

There is a separate application for high school students to fill out to serve on the Youth Advisory Council and members are not appointed by the City Council. Call 503-681-6218 for more details.

Our Mission

Dedicated to providing visionary leadership, delivering responsive municipal services, and fostering collaborative partnerships that enhance Hillsboro's hometown livability.

Orientation

An annual orientation for new board and commission members is held in January. Topics include an overview of the charter, municipal code and city management; an overview of the Hillsboro 2020 Vision project; state ethics, public records and public meetings laws; and the Oregon Government Ethics Commission statement of economic interest forms required for Planning Commission and Planning and Zoning Hearings Board members. One-on-one orientations with board/committee support staff can be scheduled as needed.



Eligibility

Eligibility is unique to each board and commission. For most, but not all, applicants must be residents and qualified electors of the city. A qualified elector is a United States citizen, 18 years of age or older, and living within the city limits of Hillsboro. The city encourages diversity on its boards and commissions and these are equal opportunity positions. Visit our website, listed on the back of this brochure, for a list of qualifications for each board or commission.



- **Audit Committee** – The Audit Committee is composed of the three City Council members that serve on the Finance Committee and three citizen members who must have a financial background. Citizen members serve four-year terms. The Audit Committee ensures management staff, independent auditors and the City Council meet their respective responsibilities in providing sound financial reporting, internal controls and overall fiscal accountability. It will participate in the selection of the external auditing firm. Meetings occur approximately twice a year in the evenings at the Civic Center.
- **Budget Committee** – The Budget Committee is established by state law and exists to approve the budget of the city. Seven citizen members, who may not be officers, agents or employees of the city, serve alongside the Mayor and six City Council members. Citizen members serve three-year terms. Meetings occur approximately twice a year in the evenings at the Civic Center.
- **Hillsboro Arts and Culture Council** – The HACC provides oversight and support for community arts and culture programs. Its 11 to 17 members have been or are associated with specific arts, culture, heritage, business, education, social services and government groups in the city and serve three-year terms. Meetings are held from 4-6 p.m. the fourth Wednesday of the month at the Walters Cultural Arts Center.
- **Historic Landmarks Advisory Committee** – The HLAC advises the Planning Commission and City Council on matters relating to historic preservation activities, administers certified local government grants, maintains the cultural resources inventory to regulate and protect historic sites in the city and provides public education on community history and historic preservation. It is composed of seven members who serve four-year terms. Five members must reside within the city limits; up to two members may reside in the county within five miles of the city limits. Members must have interest or knowledge in areas or professions related to historic preservation. Meetings are held at 6:30 p.m. the second Monday of the month at the Civic Center.
- **Library Board** – The Library Board is established by state law and exists to provide oversight of the public libraries located in the city. Its seven members serve four-year terms. While Hillsboro remains a member of the Washington County Cooperative Library System, two Library Board members must be Washington County residents who reside outside city limits. The Library Board participates in the selection of the Library Director and makes recommendations to the City Manager regarding the Library Director's performance and compensation, as well as makes recommendations about staffing levels, working conditions and duties of library staff. It also declares surplus and disposes of library materials as need. Meetings are held from 5:30-7:30 p.m. on the third Thursday of the month at the Main Library.
- **Parks and Recreation Commission** – The Parks and Recreation Commission is established in the city charter and is composed of five to seven qualified electors who serve three-year terms. Authority includes establishing policy for the management of citywide park and recreation facilities and activities, which includes regulating usage and establishing fees and charges for uses. Meetings are held at 7 a.m. the second and fourth Tuesday of the month at the Parks and Recreation Administration Office.

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MAKING OUR CITY A BETTER PLACE TO LIVE, WORK, LEARN AND PLAY!